

BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 05, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-17

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Aged Outstanding Checks Considered Abandoned Property

Attached is the Abandoned Property report listing the outstanding ISIS HR payroll checks issued for your agency for June 30, 2009 and prior.

These checks are no longer negotiable by the employee or the agency (cannot be voided and reissued). **They are now considered abandoned property** under R.S. 9:151 - 9:181, can no longer be cleared through OSUP bank accounts, and will be remitted to the State Treasurer's Unclaimed Property Division for proper disposition. Any claims against these dollars must be made through:

State Treasurer, Unclaimed Property Division
PO Box 91010
Baton Rouge, LA 70821-9010
Toll-Free 1-888-925-4127
or (225) 219-9400
<http://www.treasury.state.la.us>

These reports, along with any unclaimed checks, should be kept in an agency file for reference and audit purposes. **DO NOT FORWARD UNCLAIMED CHECKS TO OSUP.** Per R.S. 9:173, the retention schedule for unclaimed checks shall be ten years after the filing date, October 31, 2010. For more information on retention schedules, contact your State Archives representative.

Agencies may be contacted by employees requesting a written letter verifying the employee's address at the time the unclaimed wages were paid and/or verification of place of employment. This may be required by Unclaimed Property to release the funds.

If there are any questions, please contact Brandy Boyd at (225) 342-5354 or brandy.boyd@la.gov.

APH:BPB/pbh

Attachment: (Agency Specific)